



# Illinois 83/137 Study

## **Stakeholder Involvement Plan** *For Public and Agency Involvement*



**Job No. P-91-159-10**

**Winter 2012**

**Version 1**

**PREPARED FOR**

**Illinois Department of Transportation**

**PREPARED BY**

**Volkert, Inc.**

**Planning Communities, LLC**

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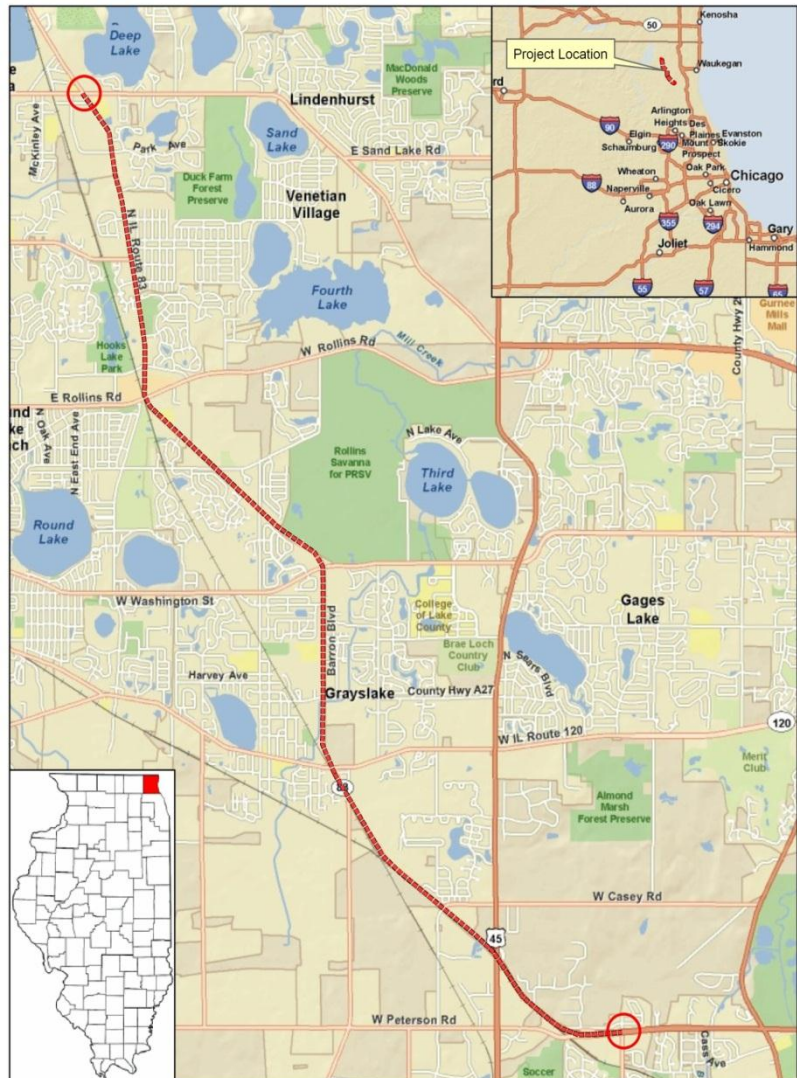
## 1.0 INTRODUCTION

### 1.1 Project Background and History

The Illinois Department of Transportation (IDOT) is studying potential improvements to approximately 11 miles of IL 83 from IL 132 to IL 120 and along IL 137 from IL 83 to just east of U.S. 45 in Lake County. IL 83/IL 137 is a main north-south route in Lake County and is located in the communities of Lake Villa, Round Lake Beach, Grayslake, and Libertyville.

The proposed project will examine transportation needs within the study area to accommodate current and future traffic demands. The existing lane configuration varies from two through lanes with various left or right turn lanes to five lanes and the existing shoulder configuration varies from none to eight foot bituminous. The land use is primarily residential, commercial, and green space with some industrial areas.

An environmental document, called an Environmental Assessment, is being prepared to analyze a full range of alternatives, including a no-build alternative, and to document potential effects to natural, community and cultural resources. Environmental resources and areas of concern within the project study area include the Rollins Savanna Forest Preserve, Angola Cemetery, Avon Cemetery, special waste sites, park areas, water resources and schools, churches, and residents.



**LOCATION MAP**

For the IL 83/137 study, IDOT will use a key planning tool that will include a public involvement program based upon the principles of Context Sensitive Solutions (CSS) in order to develop an effective transportation solution that will fit into the project's surroundings; its "context."



## 1.2 Stakeholder Involvement Plan Goals and Objectives

The Stakeholder Involvement Plan (SIP) serves as a guide for implementing stakeholder involvement activities during the IL 83/IL 137 Study. Stakeholders will include local, regional, state and federal agency representatives; local, regional, state and federal officials; business leaders; property owners; key community leaders; civic/community groups; environmental preservation and interest groups; media outlets; and any other targeted stakeholders as directed by IDOT.

The goal of the SIP is to outline a program of activities to actively engage stakeholders throughout the planning process. The objectives of the SIP are to:

- Identify stakeholders.
- Identify the roles and responsibilities of the lead agency.
- Establish the timing and type of outreach activities with all stakeholders.
- Establish stakeholder requirements for providing timely input to the project development process.
- Provide an approach for evaluating the effectiveness of the public-participation program and refine, as appropriate, to respond to public needs and concerns.

The SIP provides the framework for achieving agreement and communicating the decision-making process between stakeholders to enhance awareness and understanding of the project. The tools and techniques outlined in the SIP will build on established relationships and create new partnerships to enable informed stakeholder involvement and meaningful participation.

## 1.3 Context Sensitive Solutions

IDOT is applying the Context Sensitive Solutions (CSS) process to the IL 83/IL 137 study as outlined in Chapter 19 of the Illinois Bureau of Design and Environment Manual. CSS is an interdisciplinary approach that seeks effective, multimodal transportation solutions by working with stakeholders to develop, build and maintain cost-effective transportation facilities which fit into and reflect the project's surroundings (its "context"). Through early, frequent, and meaningful communication with stakeholders and a flexible, creative approach to design, the resulting project should improve safety and mobility for the traveling public while seeking to preserve and enhance the scenic, economic, historic, and natural qualities of the settings through which they pass. CSS stakeholder activities will include Community Advisory Group (CAG) meetings, meetings with special interest groups, and public meetings as well as a public hearing. All input will be evaluated and used to help shape viable solutions.





The CSS process will address various potential effects to study area resources including:

- local businesses and industries
- schools and educational facilities
- historic properties
- cemeteries
- residential areas (relocation/right of way encroachment)
- agricultural land
- green space (preservation/protection interests)
- traffic and congestion
- water resources, including lakes, rivers and wetlands
- natural resources, including threatened and endangered species

For more information on the project development and CSS process steps, refer to Section 4.0.

## 1.4 Legal Requirements

### ***National Environmental Policy Act (NEPA)***

NEPA is a federal law that requires the consideration of environmental issues during the planning of projects that are federally funded or permitted. The IL 83/IL 137 Study would receive federal funds and is therefore subject to NEPA regulations. Under NEPA, the term “environment” refers not only to the natural environment (e.g., air, water, ecology and geology), but also to the human environment (e.g., social, cultural and economic issues).



One of the basic principles of NEPA is to provide better decision-making by including the input of those who may be affected by a project. Affected populations include the public and various project stakeholders. Project stakeholders are asked to provide input and to comment on project-specific information provided throughout the NEPA process. The information includes potential actions and possible impacts of taking any given course of action. Information received from stakeholders will be included in an environmental document called an Environmental Assessment (EA). IDOT and FHWA are joint co-lead agencies for the project.

The EA will consider factors such as air quality, wildlife, vegetation, water quality, wetlands, geology, neighborhoods, park/recreation areas, utilities, visual quality, and cultural resources. Coordination with stakeholders will occur throughout the environmental review process.



## 2.0 COOPERATING AGENCIES AND PROJECT ADVISORY GROUPS

### 2.1 Agency Coordination

Completion of the IL 83/IL 137 Study will require the involvement of several federal, state and local agencies. Coordination with these agencies throughout the project development process ensures all laws and regulations are met, while streamlining project decision-making. Agencies will achieve concurrence at project milestones through a process outlined in the NEPA 404 Merger agreement. The roles of lead and cooperating agencies are described in this section, as well as the agency dispute resolution process.

#### *Cooperating Agencies*

NEPA regulations require that cooperating agencies be included in the environmental process by developing information and preparing environmental analyses. A cooperating agency is any federal or state agency that has jurisdiction by law or special expertise over any environmental impact involved in the proposed project. Typical responsibilities of cooperating agencies per 40 CFR 1501.6(b) include:

- Participate in the NEPA process at the earliest possible time.
- Participate in the scoping process.
- Assume on request of the lead agency responsibility for developing information and preparing environmental analyses including portions of the environmental impact statement concerning which the cooperating agencies has special expertise.
- Make available staff support at the lead agency's request to enhance the latter's interdisciplinary capability.
- Normally use its own funds. The lead agency shall, to the extent available funds permit, fund those major activities or analyses it request from cooperating agencies. Potential lead agencies shall include such funding requirements in their budget request.

Agencies invited to serve as cooperating agencies are shown in Table A-2 in Appendix A.

### 2.2 Agency Dispute Resolution

This section describes the project dispute resolution process that will be used by IDOT and FHWA as part of the project's stakeholder involvement program if a dispute should occur. IDOT and FHWA are committed to reaching stakeholder consensus for project decisions. However, if an impasse has been reached after making good-faith efforts to address unresolved concerns, IDOT and FHWA may proceed to the next stage of project development without reaching consensus. IDOT and FHWA will notify agencies of their decision and proposed course of action. IDOT and FHWA may propose using an informal or formal dispute resolution process as described below.

### ***Informal Dispute Resolution Process***

In the case of an unresolved dispute between the agencies, the FHWA and IDOT will notify all agencies of their decision and proposed course of action. The decision to move an action forward without concurrence does not eliminate an agency's statutory or regulatory authorities, or their right to elevate the dispute through established agency dispute resolution procedures. The FHWA and IDOT recognizes and accepts the risk of proceeding with an action without receiving a signatory agency's concurrence and will work with any agency to attempt to resolve a dispute.

## **2.3 Project Study Group**

The Project Study Group (PSG) is a multi-disciplinary team that ensures all federal, state, and local requirements are met as well as full implementation of the CSS process including the SIP. The PSG includes appropriate District, FHWA, Planning and Programming, Bureau of Design and Environment (BDE), consulting staff, and other representatives as appropriate to the project. The PSG is involved in stakeholder identification and other outreach activities. PSG meetings are held in coordination with monthly standing FHWA coordination meetings. The PSG meets throughout the project to discuss activities related to key project milestones. A list of PSG members can be found in Table A-3 in Appendix A. The Schedule of Stakeholder Activities in Appendix B includes the timing and objectives for PSG meetings.

## **2.4 Community Advisory Group**

The Community Advisory Group (CAG) is a key interface in the community engagement process under CSS. The CAG will be comprised of community leaders, including elected officials, representatives from local municipalities, homeowners, business owners, and local special interest groups. This group ensures that project solutions balance community, technical and long-range planning needs. The CAG also assists in keeping the project on the right track with respect to implementation. The CAG will provide input at key project milestones throughout the Phase I planning process. CAG meetings will be designed to encourage timely and meaningful input by members. Meeting materials will be uploaded to the project website.

A list of members identified to date can be found in Table A-4 in Appendix A. The Schedule of Stakeholder Activities in Appendix B includes the timing and objectives for CAG meetings.

### ***Community Advisory Group (CAG) Ground Rules***

The following ground rules will be used during the IL 83/IL 137 Study to form the basis for respectful interaction of all parties involved in the stakeholder process. The ground rules will be established initially in the SIP, but agreed upon by CAG members. CAG members will have the opportunity to modify the ground rules. These rules include the following:

- Input on the project from all stakeholders is duly considered in order to yield the best solutions to problems identified by the process.
- Input from all participants in the process is valued and considered.



- All participants must keep an open mind and participate openly, honestly, and respectfully.
- All participants should work collaboratively and cooperatively to seek a general understanding of agreement solution.
- A general understanding of agreement is “when a majority of the stakeholders agrees on a particular issue, while the remainder of stakeholders agrees its input has been heard and duly considered and that the process as a whole was fair.”
- All participants in the process must treat each other with respect and dignity.
- The project must progress at a reasonable pace, based on the project schedule.
- IDOT and FHWA will serve as the lead agencies and make final project decisions.

### 3.0 STAKEHOLDER COORDINATION

The project development and CSS process outlined in in this SIP will be implemented using a variety of stakeholder coordination and outreach mechanisms and techniques as described in this section. The project team will identify and coordinate with agencies, technical professionals, community leaders and other stakeholders. Outreach activities will include a project website, small group meetings, public meetings, newsletters, media outreach and other tools.



#### 3.1 Stakeholder Identification

In IDOT’s CSS process, a stakeholder is identified as anyone who could be affected by a project and has a stake in its outcome. The project team will work with IDOT and the PSG to identify stakeholders to develop an initial mailing list. Stakeholders will include local, regional, state and federal agency representatives; local, regional, state and federal officials; business leaders; property owners; key community leaders; civic/community groups; environmental preservation and interest groups; media outlets; and any other targeted stakeholders as directed by IDOT.

#### ***Community Context Audit***

A key aspect that stakeholders will provide is the completion of a Community Context Audit (CCA). The audit will be produced by utilizing socioeconomic and demographic data, project information and a field review. The CCA audit is essentially a questionnaire that will be tailored to the project based on IDOT’s general CCA format. The questionnaire will be provided to the CAG, key leader/stakeholder conversations, and an online version of the audit linked to the project website. Input will also be collected from the general public at public meetings. All of the CCA information will be compiled in a detailed CAA Report.

### **3.2 Stakeholder Outreach Meetings**

A variety of meeting types will be used throughout the study to engage different stakeholder groups. The project study team will conduct one-on-one, small group, and public meetings.

#### **3.2.1 Initial Stakeholder Meetings**

Initial stakeholder meetings were held in September 2011 with eight representatives from project area communities. At these one hour, one-on-one meetings, the project team introduced the project, discussed potential issues, distributed the CCA form, and solicited input on potential stakeholders that may have an interest in the project.

#### **3.2.2 Public Meetings**

Three public informational meetings in the form of an open house and one public hearing will be held during the planning process. The meetings will be held at locations in the project study area that are convenient and accessible to the public. The meetings will be held at key project milestones. Meetings also will provide a forum for general public input, including concerns and comments regarding project alternatives. Meeting attendees will have the opportunity to discuss the project with team members, view project displays, and submit written and verbal comments.

Public meetings will be advertised through newsletters and/or postcard notifications, newspaper ads, media releases, and the project website.

The Schedule of Stakeholder Activities in Appendix B includes the timing and objectives for public meetings.

#### **3.2.3 Small Group Meetings**

Small group meetings with chambers of commerce, community/civic groups, environmental interest groups, business owners and other stakeholders may be planned in coordination with other stakeholder meetings or in response to requests from local community groups. Meetings held early in the process may help with identification of community context issues, while later meetings may provide input as the process progresses to address emerging issues related to project alternatives. The project team will also be available to meet with organizations on a one-on-one basis throughout the project as requested. These stakeholder conversations are another important aspect of engaging community stakeholders throughout the CSS process.

## **4.0 KEY PROJECT DEVELOPMENT ACTIVITIES/CSS PROCESS STEPS**

Outreach activities have been coordinated to support NEPA milestones, incorporate the CSS process and gather input at key decision points. This section describes the general project development process, project activities and associated stakeholder involvement activities. A comprehensive schedule of anticipated outreach activities and corresponding milestones is shown in Appendix B.



### *Anticipated project schedule*

#### **4.1 Data Collection**

This stage of the project development process includes identifying stakeholders, notifying agencies of the project, establishing the PSG and CAG, project organizational activities, scoping activities, collecting information about the study area, and identifying existing transportation needs.

These activities include, but are not limited to:

- Assemble and organize the PSG and CAG.
- Develop and circulate the SIP.
- Prepare and distribute a CCA form to help identify unique community characteristics that contribute to the project's context.
- Conduct regulatory/resource agency scoping activities.
- Conduct one-on-one initial stakeholder meetings.
- Launch the project website.
- Distribute the first project newsletter.
- Hold a public meeting to introduce the project and educate stakeholders on the project process, study area, history, and identify issues/concerns.
- Conduct small group meetings, as necessary.

#### **4.2 Develop Purpose and Need of Project**

IDOT will work with stakeholders to identify transportation and infrastructure problems in the study area and develop the project's purpose, goals, and objectives. Stakeholders will be provided information such as existing and projected traffic volumes, number of crashes, operational problems and environmental constraints in order to develop a clear statement of transportation problems to be solved. This information will be used as the basis for the development of the project Purpose and Need statement. This statement provides context and criteria for the development and screening of alternatives to the proposed action. The statement of purpose and need under the CSS process is reflective of not only a transportation needs assessment, but also of a statement of environmental values, and community values. This purpose and need statement is essentially the foundation of the NEPA decision-making process as it influences the rest of the project development process, including the range of alternatives studied and, ultimately, the preferred alternative.

Activities in this stage include:

- Conduct CAG meetings to explain the ground rules.

- Review results of the CCA.
- Gather input from the CAG to identify the transportation problems to be solved by the project and develop a Problem Statement.
- Hold a public meeting to present the Problem Statement and purpose of the IL 83/137 study.
- Conduct small group meetings, as necessary.
- Issue project website updates, newsletters and other project materials, as necessary.
- Development of Purpose & Need Statement from the concepts of the Problem Statement and subsequently obtain agency concurrence on the Purpose and Need.

#### **4.3 Develop and Evaluate Alternatives**

A range of project alternatives will be considered to address the project's Purpose and Need, including a no-build alternative. With a no-build alternative, work on the roadway would be limited to short-term maintenance activities, resurfacing improvements, and minor changes to improve safety at high volume intersections. Screening and evaluation criteria will be developed to evaluate these alternatives and select which will be studied in detail in the Environmental Assessment. Numerous opportunities will be provided for stakeholder input in the development and evaluation of alternatives. Steps in the alternatives development process include:

- Identify alternative development procedures, planning and design guidelines, and evaluation and screening criteria. This information will serve as the general guidance for the alternatives development and evaluation process.
- Screen preliminary alternatives, including a no-build alternative, and determine the alternatives to be carried forward for detailed study based on alternative screening criteria.
- Evaluate detailed study alternatives.
- Hold CAG Meetings discuss the study alternatives, screening and evaluation process, preliminary impacts, and results of the Environmental Assessment.
- Hold a public meeting to review more detailed existing conditions information, present alternatives and the preliminary evaluation of alternatives.
- Submit Preliminary Environmental Assessment & Combined Design Report.
- Hold a public hearing to obtain public comment on the Environmental Assessment.
- Conduct small group meetings, as necessary.
- Issue project website updates, newsletters and other project materials, as necessary.

#### **4.4 Determine Preferred Alternative**

IDOT will obtain concurrence for the preferred alternative and finalize the Environmental Assessment. Activities in this stage of the project development process include:

- Provide recommendations for the preferred alternative based on stakeholder input.
- Refine the preferred alternative to address stakeholder comments.
- Hold a CAG meeting to discuss the Environmental Assessment and Draft Recommended FONSI.
- Obtain agency concurrence on the preferred alternative.

- Prepare and approve the Environmental Assessment.
- Process the design approval.
- Conduct small group meetings, as necessary.
- Update the project website and distribute newsletters and other project materials, as necessary.

## **5.0 COMMUNICATION TOOLS**

Several communication tools will be used throughout the IL 83/IL 137 Study to engage project stakeholders. These tools are designed to reach local stakeholders, as well as those with regional or national interest in the project. Communication tools will include a project website, newsletters, media outreach and other tools.

### **5.1 Project Identity**

A project identity, including a logo and graphics, will be developed to provide a consistent and recognizable image for the project. The project identity will be used in all stakeholder involvement materials.

### **5.2 Newsletters**

Three newsletters will be distributed to provide project information and solicit input. The newsletters will contain project and public meeting information. Hardcopy newsletters will be sent to stakeholders that only have physical addresses listed in the mailing list. An e-newsletter will be distributed to those who provide an email address. The newsletter will also be posted on the project website.

The Schedule of Stakeholder Activities in Appendix B includes the timing and objectives for newsletters.

### **5.3 Project Website**

A project website will be maintained throughout the study at [www.IL83andIL137.org](http://www.IL83andIL137.org). The website will support broader outreach and provide access to project information to accommodate regional and national interest in the project.

The website will serve as a comprehensive information resource for the project. Project and meeting materials will be available on the website, including newsletters, public meeting announcements, public comment summaries, documents, frequently asked questions, CAG meeting materials and other information.

The project web pages will be included on IDOT's website. Updates will be made as the study progresses at key project milestones.

### **5.4 Notifications and Advertising**

Newspaper advertisements will provide descriptions of the public workshops and hearings (purpose, date, location and format) to local newspapers. The newspaper advertisements are intended to reach a larger audience and inform individuals that are not on the project's mailing list of the upcoming public participation opportunity. The project team will develop newspaper notices following IDOT media



guidelines. Announcements will also be placed on the project web page. In addition, news releases will be developed in coordination with IDOT to send to media affiliates including print, radio and television stations.

### **5.5 Media Briefings**

A proactive approach to media coordination will be used to ensure that media has current, relevant, and accurate information to share with the public. This approach includes participation by the IDOT spokesperson or the consultant in media briefings, preparation of media kits, preparation of press releases, and availability of project staff to support the spokesperson in ongoing coordination with members of the media.

### **5.6 Stakeholder Mailing List**

A project mailing list consisting of project stakeholder contact information will be maintained throughout the project. The mailing list will be used to distribute notifications about upcoming public participation opportunities and provide project updates. Newsletters, postcards, or email notifications will be distributed to the mailing list to provide project information and announce upcoming public meetings.

### **5.7 Comment Database**

A Comment Summary Database will be used to record comments received from the public. Comments may be obtained through e-mail, postal mail, phone calls and comment forms from meetings and briefings. The database will be used to enter, sort, and develop comment summaries. Comment summaries will be used to incorporate public comment into the planning process.

## **6.0 MEASURING PROGRESS AND EVALUATION**

The SIP will be made available for review and input at stakeholder meetings and posted to the project website.

The effectiveness and success of the SIP will be monitored throughout the project. Measures will include levels of participation in various public and community meetings, as well as feedback on the effectiveness of outreach (e.g., feedback from participants, targeted question on comment forms). Public comment summaries prepared at various points during the process will be reviewed with respect to the goals identified in this SIP. The project team will review whether public comment is being obtained to support project development and decision-making.

Progress will be reviewed through internal team meetings and with the CAG following key public outreach milestones. Evaluation results will demonstrate the usefulness of particular techniques and the benefits achieved in communications with stakeholder communities.

The program design will be modified, as needed, throughout the project to respond to stakeholder feedback and to meet project needs. Additional outreach activities may be incorporated or planned activities may be modified as needed.



**Table A-1 Lead Agencies**

| Agency Name                           | Role                | Other Project Roles | Responsibilities  |
|---------------------------------------|---------------------|---------------------|---|
| Federal Highway Administration        | Federal Lead Agency | PSG                 | <ul style="list-style-type: none"> <li>• Manage environmental review process</li> <li>• Prepare EA</li> <li>• Provide opportunity for public and Cooperating Agency involvement</li> </ul>  |
| Illinois Department of Transportation | State Lead Agency   | PSG                 | <ul style="list-style-type: none"> <li>• Manage environmental review process</li> <li>• Prepare EA</li> <li>• Provide opportunity for public and Cooperating Agency involvement</li> <li>• Collect and prepare transportation and environmental data</li> <li>• Manage CSS Process</li> </ul> |

**Table A-2 Cooperating Agencies**

| Agency Name  | Role               | Other Project Roles |
|--|--------------------|---------------------|
| Illinois Department of Natural Resources               | Cooperating Agency | Pending             |
| Illinois Department of Agriculture                     | Cooperating Agency | Pending             |
| Illinois Environmental Protection Agency               | Cooperating Agency | Pending             |
| United States Army Corps of Engineer, Chicago District | Cooperating Agency | Pending             |
| United States Environmental Protection Agency          | Cooperating Agency | Pending             |
| U.S. Fish & Wildlife Service                           | Cooperating Agency | Pending             |

**Table A-3 Project Study Group (Preliminary List)**

| IDOT, District One, 201 West Center Court, Schaumburg, IL 60196 |                                  |  |
|---|----------------------------------|--|
| Name  | Title                            | Contact Information  |
| John Fortmann   | Program Development Engineer     | (847) 705-4118<br><a href="mailto:John.Fortman@illinois.gov">John.Fortman@illinois.gov</a>           |
| Pete Harmet   | Bureau Chief of Programming      | (847) 705-7393<br><a href="mailto:Pete.Harmet@illinois.gov">Pete.Harmet@illinois.gov</a>             |
| John Baczek   | Section Chief of Programming     | (847) 705-4104<br><a href="mailto:John.Baczek@illinois.gov">John.Baczek@illinois.gov</a>             |
| Steve Schilke   | Consultant Studies Unit Head     | (847) 705-4125<br><a href="mailto:Steven.Schilke@illinois.gov">Steven.Schilke@illinois.gov</a>       |
| Jessica Feliciano   | Project Manager                  | (847) 705-4087<br><a href="mailto:Jessica.Feliciano@illinois.gov">Jessica.Feliciano@illinois.gov</a> |
| Patrick Rinos   | Project Engineer                 | (847) 705-4186<br><a href="mailto:Patrick.Rinos@illinois.gov">Patrick.Rinos@illinois.gov</a>         |
| Justin Romeo  | Project Engineer                 | (847) 705-4663<br><a href="mailto:Justin.Romeo@illinois.gov">Justin.Romeo@illinois.gov</a>           |
| Jason Salley  | Geometric Engineer               | (847) 705-1085<br><a href="mailto:Jason.Salley@illinois.gov">Jason.Salley@illinois.gov</a>           |
| Sam Mead  | Environmental Unit Head          | (847) 705-4101<br><a href="mailto:Sam.Mead@illinois.gov">Sam.Mead@illinois.gov</a>                   |
| Vanessa Ruiz  | Environmental Specialist         | (847) 705-4627<br><a href="mailto:Vanessa.Ruiz@illinois.gov">Vanessa.Ruiz@illinois.gov</a>           |
| Rick Wojcik   | Section Chief of Hydraulics Unit | (847) 705-4105<br><a href="mailto:Rick.Wojcik@illinois.gov">Rick.Wojcik@illinois.gov</a>             |
| Lynn Hobbs  | Sr. Drainage Engineer            | (847) 705-4782<br><a href="mailto:Lynn.Hobbs@illinois.gov">Lynn.Hobbs@illinois.gov</a>               |
| Perry Masouridis  | Hydrology & Hydraulics Engineer  | (847) 705-4474<br><a href="mailto:Perry.Masouridis@illinois.gov">Perry.Masouridis@illinois.gov</a>   |
| Jim Brockrogge  | Survey Unit Head                 | <a href="mailto:James.Brockrogge@illinois.gov">James.Brockrogge@illinois.gov</a>                     |
| Tom McAvoy  | Traffic Data Bank                | (847) 705-4386<br><a href="mailto:Tom.McAvoy@illinois.gov">Tom.McAvoy@illinois.gov</a>               |
| Rick Wanner   | Section Chief of Landscape Unit  | (847) 705-4172<br><a href="mailto:Rick.Wanner@illinois.gov">Rick.Wanner@illinois.gov</a>             |



**Table A-3 Project Study Group (Preliminary List)**

| Name  | Title                                 | Contact Information  |
|---|---------------------------------------|--|
| Mike Cullian  | Bureau of Land Acquisition            | (847) 705-4280<br><a href="mailto:Mike.Cullian@illinois.gov">Mike.Cullian@illinois.gov</a>           |
| Mark Jenkins  | Bureau Chief of Electrical Operations | (847) 705-4350<br><a href="mailto:Mark.Jenkins@illinois.gov">Mark.Jenkins@illinois.gov</a>           |
| Tony Quigley  | Bureau Chief of Design                | (847) 705-4211<br><a href="mailto:Anthony.Quigley@illinois.gov">Anthony.Quigley@illinois.gov</a>     |
| Catherine Kibble  | Consultant Unit Section Chief         | (847)-705-4269<br><a href="mailto:Catherine.Kibble@illinois.gov">Catherine.Kibble@illinois.gov</a>   |
| Chris Holt  | Bureau Chief of Local Roads           | (847) 705-4201<br><a href="mailto:Chris.Holt@illinois.gov">Chris.Holt@illinois.gov</a>               |
| Alex Househ   | Lake County Field Engineer            | (847) 705-4410<br><a href="mailto:Ale.Househ@illinois.gov">Ale.Househ@illinois.gov</a>               |
| Sarah Wilson  | Bureau Chief of Maintenance           | (847) 705-4181<br><a href="mailto:Sarah.Wilson@illinois.gov">Sarah.Wilson@illinois.gov</a>           |
| Steve Travia  | Bureau Chief of Traffic               | (847) 705-4141<br><a href="mailto:Steve.Travia@illinois.gov">Steve.Travia@illinois.gov</a>           |
| Gene Joynt  | Bureau Chief of Construction          | (847) 705-4300<br><a href="mailto:Gene.Joynt@illinois.gov">Gene.Joynt@illinois.gov</a>               |
| <b>IDOT, Bureau of Design and Environment, 2300 S. Dirksen Pkwy., Springfield, IL 62764</b> |                                       |  |
| Walt Zyznieuski   | District 1 Environmental Coordinator  | (217) 785-4181<br><a href="mailto:Walter.Zyznieuski@illinois.gov">Walter.Zyznieuski@illinois.gov</a> |
| Paul Niedernhofer   | Area Field Engineer                   | <a href="mailto:Paul.Niedernhofer@illinois.gov">Paul.Niedernhofer@illinois.gov</a>                   |
| Lance Kidd  | Region Field Engineer                 | (217) 785-2933<br><a href="mailto:Lance.Kidd@illinois.gov">Lance.Kidd@illinois.gov</a>               |
| Todd Hill   | Bicycle & Pedestrian Coordinator      | (217) 785-2148<br><a href="mailto:Todd.Hill@illinois.gov">Todd.Hill@illinois.gov</a>                 |
| <b>FHWA – IL Division, 3250 Executive Park Drive, Springfield, IL 62703</b>                 |                                       |  |
| Matt Fuller   | Environmental Programs Engineer       | (217) 492-4615<br><a href="mailto:Matt.Fuller@dot.gov">Matt.Fuller@dot.gov</a>                       |
| Robin Helmerichs  | Transportation Engineer               | (217) 492-4615<br><a href="mailto:Robin.Helmerichs@dot.gov">Robin.Helmerichs@dot.gov</a>             |





| Table A-3 Project Study Group (Preliminary List)        |                         |  |
|---|-------------------------|--|
| Name  | Title                   | Contact Information  |
| Mike Hine   | Engineering Team Leader | (217) 492-4615<br><a href="mailto:Mike.Hine@dot.gov">Mike.Hine@dot.gov</a>       |
| Volkert, Inc., 103 Lanter Court, Collinsville, IL 62234 |                         |  |
| Vic Modeer  | Project Manager         | (618) 345-8918<br><a href="mailto:vmodeer@volkert.com">vmodeer@volkert.com</a>   |
| Michael Walton  | Project Engineer        | (618) 345-8918<br><a href="mailto:mwalton@volkert.com">mwalton@volkert.com</a>   |
| Bridgett Jacquot  | Environmental Lead      | (618) 345-8918<br><a href="mailto:bjacquot@volkert.com">bjacquot@volkert.com</a> |

| Table A-4 Community Advisory Group* |                       |                        |  |
|-------------------------------------|-----------------------|------------------------|--|
| Name                                | Title                 | Organization           | Contact Information  |
| Gately, Jeff                        | Public Works Director | Village of Hainesville | 100 N. Hainesville Rd., Hainesville 60030<br>847-223-2032<br><a href="mailto:JeffGately@hainesville.org">JeffGately@hainesville.org</a>    |
| Gleason, Chuck                      | Senior Engineer       | Lake County            | 600 W. Winchester Rd., Libertyville, 60048<br>(847) 377-7447<br><a href="mailto:cgleason@lakecounty.il.gov">cgleason@lakecounty.il.gov</a> |
| Heinz, Bill                         | Village Engineer      | Village of Grayslake   | 12 S. Seymour, Grayslake, 60030<br>847-223-8515<br><a href="mailto:wheinz@villageofgrayslake.com">wheinz@villageofgrayslake.com</a>        |
| Huber, Marc                         | Village Administrator | Village of Round Lake  | 442 N. Cedar Lake, Round Lake, 60073<br>(847) 546-5400<br><a href="mailto:mhuber@eroundlake.com">mhuber@eroundlake.com</a>                 |

*\*This table lists the Community Advisory Group members identified to date. This list will be updated as additional members are added.*

| Schedule of Stakeholder Activities                                    |                       |  |
|---|-----------------------|--|
| Outreach Activity   | Date                  | Purpose and Details  |
| <b>Step 1: Identification of Stakeholders (May 2011 – April 2012)</b> |                       |  |
| Project Begins  | May 2011              | <ul style="list-style-type: none"> <li>Conduct kick-off meeting with consultant team.</li> </ul>   |
| Community Context Audit Form  | June 2011             | <ul style="list-style-type: none"> <li>Develop a Community Context Audit form to obtain information on community characteristics.</li> </ul>   |
| Stakeholder Involvement Plan  | June 2011- March 2012 | <ul style="list-style-type: none"> <li>Develop a Stakeholder Involvement Plan to document outreach goals, objectives, stakeholders, tools and participation opportunities.</li> </ul>  |
| Initial Stakeholder Conversations                                     | September 2011        | <ul style="list-style-type: none"> <li>Discuss project study area and affected communities.</li> <li>Discuss community values, interests and concerns.</li> <li>Identify potential stakeholders and advisory group members.</li> <li>Solicit input on community characteristics using the Community Context Audit.</li> </ul>  |
| Project Study Group (PSG) Meeting #1                                  | September 2011        | <ul style="list-style-type: none"> <li>Introduce the project and the planning process.</li> <li>Identify preliminary project needs and issues.</li> <li>Review and obtain input on preliminary identified stakeholders.</li> </ul>   |
| Small Group Meetings #1*  | March 2012            | <ul style="list-style-type: none"> <li>Describe project and planning process.</li> <li>Identify potential stakeholders and advisory group members.</li> <li>Solicit input on community characteristics using the Community Context Audit.</li> </ul>   |
| Newsletter #1   | March 2012            | <ul style="list-style-type: none"> <li>Introduce the project, planning process, schedule and public participation opportunities.</li> <li>Announce Public Informational Meeting #1.</li> <li>Describe the formation of the CAG Solicit input on community, project and environmental issues.</li> <li>Announce availability of the Community Context Audit.</li> </ul> |
| Public Information Meeting #1:<br><i>Scoping</i>                      | March 2012            | <ul style="list-style-type: none"> <li>Introduce the project, planning process, study area, and stakeholder involvement opportunities.</li> <li>Identify community, project and environmental context issues.</li> <li>Discuss problem statement and corridor goals.</li> </ul>  |

| Schedule of Stakeholder Activities   |            |   |
|--|------------|---|
| Outreach Activity  | Date       | Purpose and Details   |
|  |            | <ul style="list-style-type: none"> <li>Describe stakeholder identification process.</li> <li>Solicit input on the Community Context Audit.</li> <li>Seek individuals interested in joining the CAG</li> </ul>   |
| Formation of Community Advisory Group (CAG)  | March 2012 | <ul style="list-style-type: none"> <li>Identify and notify preliminary CAG members.</li> </ul>  |
| <b>Step 2: Development of Project Purpose and Need (November 2011 – June 2012)</b> |            |   |
| CAG Meeting #1   | April 2012 | <ul style="list-style-type: none"> <li>Introduce the project and the planning process.</li> <li>Provide overview of project history.</li> <li>Provide an overview of IDOT CSS and NEPA process, agency coordination and stakeholder outreach.</li> <li>Identify community, project and environmental context issues.</li> <li>Discuss problem statement and corridor goals.</li> <li>Solicit input on community characteristics using the Community Context Audit.</li> </ul> |
| PSG Meeting #2   | April 2012 | <ul style="list-style-type: none"> <li>Review results of Public Information Meeting #1, Merger Meeting #1, small group meetings and CAG Meeting #1.</li> <li>Discuss alternatives to be studied in the Environmental Assessment.</li> <li>Refine project Purpose and Need Statement.</li> <li>Review results of the Community Context Audit.</li> <li>Plan for CAG Meeting #2</li> </ul>  |
| NEPA/404 Merger Meeting #1   | June 2012  | <ul style="list-style-type: none"> <li>Introduce the project, planning process, study area, and stakeholder involvement opportunities.</li> <li>Identify community, project and environmental context issues.</li> <li>Discuss problem statement and corridor goals.</li> </ul>   |

| Schedule of Stakeholder Activities  |                |  |
|---|----------------|--|
| Outreach Activity   | Date           | Purpose and Details  |
| CAG Meeting #2  | June 2012      | <ul style="list-style-type: none"> <li>Review results of Public Information Meeting #1 and small group meetings.</li> <li>Finalize Problem Statement/Vision Statement.</li> <li>Develop draft purpose and need concepts.</li> <li>Discuss project study area and environmental topics.</li> <li>Introduce project design criteria and alternatives development process.</li> <li>Review results of the Community Context Audit.</li> </ul> |
| <b>PROJECT MILESTONE: FINALIZE PURPOSE AND NEED STATEMENT – AUGUST 2012</b>                                     |                |  |
| Small Group Meetings #2*  | July 2012      | <ul style="list-style-type: none"> <li>Discuss problem statement and corridor goals.</li> <li>Describe stakeholder identification process.</li> <li>Discuss purpose of the upcoming Public Information Meeting #2</li> </ul>   |
| PSG Meeting #3  | August 2012    | <ul style="list-style-type: none"> <li>Review results of CAG Meeting #3 and Merger Meeting #2.</li> <li>Discuss range of possible study alternatives.</li> <li>Discuss technical studies, fieldwork and data collection.</li> <li>Discuss outline for Environmental Assessment.</li> </ul>   |
| NEPA/404 Merger Meeting #2  | September 2012 | <ul style="list-style-type: none"> <li>Obtain concurrence on the Purpose and Need statement.</li> </ul>  |
| Public Information Meeting #2:<br><i>Preliminary Alternatives</i>   | October 2012   | <ul style="list-style-type: none"> <li>Review project Purpose and Need Statement.</li> <li>Review information on existing conditions (GIS level) related to natural and cultural resources, community resources, transportation network and other data.</li> <li>Discuss alternative evaluation criteria.</li> <li>Obtain input on range of possible alternatives.</li> </ul>  |
| <b>Step 3: Analysis of Alternatives and Selection of Preferred Alternative (November 2012 – September 2014)</b> |                |  |
| CAG Meeting #3  | November 2012  | <ul style="list-style-type: none"> <li>Discuss final Purpose and Need Statement.</li> <li>Discuss range of possible study alternatives.</li> <li>Discuss for Public Information Meeting #2.</li> </ul>   |

| Schedule of Stakeholder Activities                    |               |   |
|---|---------------|---|
| Outreach Activity                                     | Date          | Purpose and Details   |
| PSG Meeting #4  | November 2012 | <ul style="list-style-type: none"> <li>Continue to refine project study alternatives.</li> <li>Discuss data collection and preliminary effects.</li> <li>Plan for CAG Meeting #4 and Merger Meeting #3.</li> </ul>  |
| Newsletter #2   | December 2012 | <ul style="list-style-type: none"> <li>Discuss EA study alternatives.</li> <li>Provide information on technical studies, fieldwork and data collection.</li> <li>Announce Public Information Meeting #3.</li> </ul>   |
| Small Group Meetings #3*                              | December 2012 | <ul style="list-style-type: none"> <li>Review information on existing conditions related to natural and cultural resources, community resources, transportation network and other data.</li> <li>Discuss alternatives to be studied in the Environmental Assessment.</li> <li>Discuss screening and evaluation process.</li> <li>Obtain input related to planned technical studies, fieldwork and data collection efforts.</li> </ul> |
| NEPA/404 Merger Meeting #3                            | February 2013 | <ul style="list-style-type: none"> <li>Obtain concurrence on alternatives to be carried forward in the Environmental Assessment.</li> </ul>   |
| CAG #4  | April 2013    | <ul style="list-style-type: none"> <li>Discuss refinement of alternatives to be studied in the Environmental Assessment.</li> <li>Discuss screening and evaluation process.</li> <li>Obtain input related to planned technical studies, fieldwork and data collection efforts.</li> <li>Prepare for Public Information Meeting #3.</li> </ul>   |
| Public Information Meeting #3:<br><i>Alternatives</i> | June 2013     | <ul style="list-style-type: none"> <li>Review information on existing conditions related to natural and cultural resources, community resources, transportation network and other data.</li> <li>Present alternatives to be studied in the Environmental Assessment.</li> <li>Discuss screening and evaluation process.</li> <li>Obtain input related to planned technical studies, fieldwork and data collection efforts.</li> </ul> |



| Schedule of Stakeholder Activities  |                |  |
|---|----------------|--|
| Outreach Activity   | Date           | Purpose and Details  |
| PSG Meeting #5  | June 2013      | <ul style="list-style-type: none"> <li>Review input from CAG Meeting #4, Public Information Meeting #3 and small group meetings.</li> <li>Discuss data collection and preliminary effects.</li> <li>Plan for CAG Meeting #5.</li> </ul>  |
| CAG #5  | September 2013 | <ul style="list-style-type: none"> <li>Review results of Public Information Meeting #3.</li> <li>Discuss data collected on existing conditions related to natural and cultural resources, community resources, transportation network and other data.</li> <li>Discuss alternatives, preliminary effects, design options and enhancements.</li> <li>Review analysis of potential effects to study area resources.</li> </ul> |
| PSG Meeting #6  | September 2013 | <ul style="list-style-type: none"> <li>Review results of CAG Meeting #5.</li> <li>Discuss analysis of potential effects to study area resources.</li> </ul>  |
| <b>PROJECT MILESTONE: SUBMIT PRELIMINARY ENVIRONMENTAL ASSESSMENT &amp; COMBINED DESIGN REPORT – October 2013</b> |                |  |
| <b>PROJECT MILESTONE: PUBLISH ENVIRONMENTAL ASSESSMENT – January 2014</b>   |                |  |
| Newsletter #3   | January 2014   | <ul style="list-style-type: none"> <li>Announce availability of the Environmental Assessment.</li> <li>Announce the Public Hearing.</li> </ul>   |
| CAG #6  | March 2014     | <ul style="list-style-type: none"> <li>Discuss results of the Environmental Assessment.</li> <li>Prepare for the Public Hearing.</li> </ul>  |
| Public Hearing  | November 2014  | <ul style="list-style-type: none"> <li>Obtain public comments on the Environmental Assessment, including input on the final alternatives and potential effects.</li> </ul>   |
| Small Group Meetings #4*  | November 2014  | <ul style="list-style-type: none"> <li>Discuss results of the Environmental Assessment, including input on the final alternatives and potential effects.</li> </ul>  |
| PSG Meeting #7  | December 2014  | <ul style="list-style-type: none"> <li>Review results of the Public Hearing.</li> <li>Discuss the identification of the preferred alternative.</li> <li>Discuss enhancement and mitigation opportunities.</li> </ul>   |
| CAG Meeting #7  | January 2015   | <ul style="list-style-type: none"> <li>Review results of the Public Hearing.</li> <li>Discuss the identification of the preferred alternative.</li> <li>Discuss enhancement and mitigation opportunities.</li> </ul>   |

| Schedule of Stakeholder Activities   |               |  |
|--|---------------|--|
| Outreach Activity  | Date          | Purpose and Details  |
|  |               |  |
| NEPA/404 Merger Meeting #4   | February 2015 | <ul style="list-style-type: none"> <li>Obtain concurrence on the Preferred Alternative.</li> </ul>                               |
| <b>Step 4: Approval of Final Alternative (February 2015 – July 2015)</b>                 |               |  |
| PSG Meeting #8   | March 2015    | <ul style="list-style-type: none"> <li>Discuss the draft Environmental Assessment Errata and Draft Recommended FONSI.</li> </ul> |
| CAG Meeting #8   | March 2015    | <ul style="list-style-type: none"> <li>Discuss the draft Environmental Assessment Errata and Draft Recommended FONSI.</li> </ul> |
| <b>PROJECT MILESTONE: FINAL ENVIRONMENTAL ASSESSMENT ERRATA &amp; FONSI – APRIL 2015</b> |               |  |
| <b>PROJECT MILESTONE: FINAL COMBINED DESIGN REPORT – MAY 2015</b>                        |               |  |
| <b>PROJECT MILESTONE: SIGNED FONSI AND DESIGN APPROVAL –JULY 2015</b>                    |               |  |

*\*The timing of small group meetings may vary depending on requests from community stakeholders.*

## **APPENDIX C**

### **Glossary and Acronyms**

#### **GLOSSARY**

##### **Alternative**

One of a number of specific transportation improvement proposals, alignments, options, and design choices in a study. Following detailed analysis, one improvement alternative is chosen for implementation.

##### **Community Advisory Group (CAG)**

The CAG includes community leaders, including elected officials, representatives from local municipalities, and local resource agencies. This group ensures that identified solutions balance community, technical and long-range planning needs. It also assists in keeping the project on the right track with respect to implementation. The CAG will provide input at key project milestones throughout Phase I of the planning process.

##### **Community Context Audit (CCA)**

A formal process of evaluating various community characteristics that make each transportation project location unique to its residents, businesses, and the public.

##### **Context**

The interrelated condition in which something exist.

##### **Context Sensitive Solutions (CSS)**

Balance between mobility, community needs and the environment while developing transportation projects. This is achieved through involving stakeholders early and continuously, addressing all modes of transportation, applying flexibility in the design, and incorporating aesthetics to the overall project.

##### **Facilitation**

A process in which a neutral guide (a facilitator) works collaboratively with a group to accomplish a specific task or reach a certain goal, without making substantive comments or providing input.

##### **Multi-Modal Transportation**

Includes all modes of transportation for a complete transportation system. Examples: cars, trucks, bicycles, pedestrians, high occupancy vehicles, mass transit, rail.

##### **National Environmental Policy Act (NEPA)**

The federal law that requires the preparation of an environmental document to analyze the impacts of projects using federal funds. Documents may include an Environmental Impact Statement (EIS), Environmental Assessment (EA), or Categorical Exclusion (CE) depending on the type of project and anticipated level of impacts. To comply with NEPA, a process has been developed by IDOT to address all potential environmental, social, cultural, and economic impacts of a proposed highway project before decisions are reached on design. Public involvement is an integral component of the NEPA process.

**Open House**

An informal Public Meeting during which display boards are used to convey important project information. IDOT and consultant personnel are available to answer the public's questions.

**Problem Statement**

A concise narrative, prepared as part of a project needs study, defining the fundamental situation or circumstance to be solved. A problem statement will generally describe a particular situation in which an expected level of performance is not being achieved, and will list one or more important factors which cause or contribute to the unacceptable performance.

**Project Study Group**

The Project Study Group (PSG) is a multi-disciplinary team that ensures all federal, state, and local requirements are met as well as full implementation of the CSS process including the SIP. The includes appropriate District, FHWA, Planning and Programming, Bureau of Design and Environment (BDE), Metropolitan Planning Organization, consulting staff, and other representatives as appropriate to the project. The PSG is involved in stakeholder identification and other outreach activities.

**Public Hearing**

The official method for gathering public comments on project impacts and technical studies. The format of the Hearing may be formal or informal and the purpose is to afford the public an opportunity to express provide comments on the proposed project in an open forum. A verbatim record of the proceedings is kept.

**Public Involvement**

Coordination events and informational materials geared at encouraging the public to participate in the project development process. A successful Stakeholder Involvement Plan facilitates the exchange of information among project sponsors and stakeholders, providing opportunities for input and participation throughout the planning process.

**Stakeholder**

An individual or group with an interest or investment in a way an issue is resolved. This includes local, regional, state and federal agency representatives; local, regional, state and federal officials; business leaders; property owners; key community leaders; civic/community groups; environmental preservation and interest groups; media outlets; and any other targeted stakeholders as directed by IDOT.

**Stakeholder Involvement Plan (SIP)**

A formal written plan explaining how stakeholder input and participation will be facilitated throughout the planning process. The SIP outlines tools and techniques for engaging stakeholders throughout the planning process. The SIP has been designed to ensure that stakeholders are provided a number of opportunities to be informed and engaged as the project progresses. The goal of the SIP is to outline a program of activities to actively seek the participation of stakeholders. The SIP provides the framework

for achieving consensus and communicating the decision-making process between stakeholders to identify transportation solutions for the project.

### Study Area

The geographic area within which pertinent project matters are contained. Originally defined at the outset of engineering and environmental evaluation, although it may be revised during development of the studies and the EA.

### ACRONYMS

|             |   |
|-------------|---|
| <b>BDE</b>  | IDOT Bureau of Design and Environment     |
| <b>CAG</b>  | Community Advisory Group                  |
| <b>CCA</b>  | Community Context Audit                   |
| <b>CSS</b>  | Context Sensitive Solutions               |
| <b>EA</b>   | Environmental Assessment                  |
| <b>FHWA</b> | Federal Highway Administration            |
| <b>FTA</b>  | Federal Transit Administration            |
| <b>IDOT</b> | Illinois Department of Transportation     |
| <b>NEPA</b> | National Environmental Policy Act of 1969 |
| <b>PSG</b>  | Project Study Group                       |
| <b>SIP</b>  | Stakeholder Involvement Plan              |
| <b>SOL</b>  | Statute of Limitations                    |